DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3502.2B
N879
29 July 1994

OPNAV INSTRUCTION 3502.2B

From: Chief of Naval Operations

Subj: UNDERSEA WARFARE TRAINING COMMITTEES

Ref: (a) OPNAVINST 1540.51A (NOTAL)
        (b) OPNAVINST 1540.53 (NOTAL)
        (c) OPNAVINST 5000.50A (NOTAL)

Encl: (1) Submarine Training Review Board (STRB) Charter   (R
        (2) Submarine Training/Trainer Working Group (STTWG)
            Charter
        (3) IUSS Training Review Board (ITRB) Charter
        (4) IUSS Training/Trainer Working Group (ITTWG) Charter

1. **Purpose**. To provide guidance and procedures for undersea warfare training committees which assess submarine and Integrated Undersea Surveillance System (IUSS) training requirements and participate in the planning and management of associated training programs.

2. **Cancellation**. OPNAVINST 3502.2A.   (R

3. **Background**. Close coordination is required between the Office of Chief of Naval Operations (OPNAV), type commanders, fleet users, training agents, development and acquisition activities, and others to successfully plan, program, and budget for submarine and IUSS training and training systems to satisfy fleet readiness requirements. This coordination is best accomplished through standing committees of knowledgeable representatives who actively participate in the development and assessment of training requirements and training systems.

4. **Scope**. Applicable to all submarine and IUSS training requirements except nuclear propulsion.

5. **Policy**

    a. Undersea warfare training issues will be identified; training requirements will be developed and assessed; and training policy recommendations will be made per this directive and references (a) through (c).

0579LD0572580

R)   b. Undersea warfare training committees consist of separate submarine and IUSS organizations which are similarly organized.

    (1) Submarine training committees are organized as follows:

R)   (a) **Submarine Training Review Board (STRB)**. An executive level committee which provides for resolution of training requirements and policy issues. The STRB is responsible for providing training policy development, training requirements assessment, direction to various training working groups, interface between working groups, and training effectiveness improvement.

R)   (b) **Submarine Training/Trainer Working Groups (STTWG)**. Working level committees which provide forums for the exchange of submarine related training/trainer information which allows cohesive planning, consistent training methodology, and timely identification and recommendations for resolution of training requirements and policy issues.

R) Working level committees may be established as a standing Fleet Project Team (FPT) under reference (c) or they may be convened by the STRB to address specific issues.

    (2) IUSS training committees are organized as follows:

A)   (a) **IUSS Training Review Board (ITRB)**. An executive level steering committee responsible for training policy development, training requirement assessment, and training effectiveness improvement.

A)   (b) **IUSS Training/Trainer Working Group (ITTWG)**. An executive level committee and working level committees which provide forums for the efficient exchange of IUSS related training/trainer management information which allows cohesive planning, consistent training methodology, and timely identification and resolution of training requirements and policy issues.

A)   <u>1</u>. **Working Group Executive Board (WGEB)**. An executive level committee responsible for providing direction to various training working groups and providing a management interface between these working groups and the Training Review Board.

A)   <u>2</u>. **Working Groups**. Working level committees may be established as a standing Fleet Project Team (FPT) under reference (c) or they may be convened by the WGEB to address specific issues.

6. **Responsibilities**. Responsibilities for implementing the policies and procedures of this instruction are delineated in enclosures (1) through (4).

T. D. RYAN
By direction

Distribution:
SNDL A1J1N   (PEOSUB) (PMS350, PMO401, PMO418, PMO425)
      A5   (CHNAVPERS)
      21A   (FLEET COMMANDERS IN CHIEF)
      24G   (SUBMARINE FORCE COMMANDERS)
      24H   (FLEET TRAINING COMMAND)
      26K   (UNDERSEA SURVEILLANCE)
      28K1   (SUBMARINE GROUP AND SQUADRON LANT) (COMSUBGRU TWO, only)
      C25A   (OPNAVSUPPACT DET FORT RITCHIE, only)
      C55A   (BUPERS DET) (NODAC, only)
      C84C   (NAVAL SEA SUPPORT CENTER DETACHMENTS) (NAVSEALOGCENDET PHILADELPHIA, only)
      C84D   (NAVUNSEAWARCENDET) (NEW LONDON and NORFOLK, only)
      FA23   (NAVFAC)
      FA39   (NAVOCEANPROFAC)
      FA43   (REDTRAFAC)
      FB36   (NAVFAC)
      FB51   (NAVOCEANPROFAC)
      FF5   (NAVSAFECEN) (CODE 232)
      FJA13   (NAVPERSRANDCEN)
      FKA1B   (COMSPAWARSYSCOM) (PD80, PME107, PMW153-4, PMW181, PMW003-233)
      FKA1C   (COMNAVFACENGCOM)
      FKA1G   (COMNAVSEASYSCOM) (SEA-04MP2, SEA-05L, SEA-56V, SEA-06W2T, SEA-61Z21, PMS396)
      FKA8F   (DIRSSP) (SP-15)
      FKP1E   (COMNAVUNSEAWARCEN) (NAVUNSEAWARCENDIV KEYPORT, only)
      FKQ3A   (NISEEAST)
      FKQ6C   (NCCOSC RDTE DIV) (SAN DIEGO (CODE 7203), only)
      FKR6A   (NAVAIRWARCENTRASYSDIV) (ORLANDO, only)
      FT1   (CNET)
      FT24   (FLETRACEN)
      FT38   (NAVSUBTRACENPAC)
      FT46   (FLEASWTRACEN)
      FT49   (NAVGMSCOL)

OPNAVINST 3502.2B
2 9 JUL 1994

Distribution (Continued):
SNDL FT54   (NAVSUBSCOL)
      FT78   (NETPMSA) (CODE 317)
      FT85   (TRITRAFAC)
      FT95   (SUBTRAFAC)
N1, N112, N69, N7, N871, N872, N874, N879(5), N89

SECNAV/OPNAV Directives Control Office
Washington Navy Yard Bldg 200
901 M St SE
Washington DC 20374-5074 (20 copies)

Stocked:
Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia PA 19120-5099 (20 copies)

SUBMARINE TRAINING REVIEW BOARD (STRB) CHARTER

1. **Title**. The Submarine Training Review Board (STRB).

2. **Objectives**. To improve the performance and readiness of the submarine force through effective communication and coordination in the planning and management of submarine training.

3. **Functions**. To function as an advisor to the Chief of Naval Operations (CNO) Director, Submarine Warfare Division (N87) by making critical assessments of submarine training requirements and programs, recommending training policy and management decisions, and developing submarine training goals and objectives.

4. **Scope**. A wide range of new and existing submarine training requirements and programs which are identified by the Submarine Training/Trainer Working Group (STTWG), assigned by the CNO Director, Submarine Warfare Division (N87), or considered appropriate by the STRB in accomplishing its objectives.

5. **Membership**. The STRB, an executive (06) level committee, will consist of the following members:

      Chief of Naval Operations (N879/N879C), Co-Chairperson
      Chief of Naval Operations (N7) Representative, as desired
      Chief of Naval Education and Training (T-22), Co-Chairperson
      Commander, Submarine Atlantic (COMSUBLANT) (N-7)
      Commander, Submarine Pacific (COMSUBPAC) (N-7)
      Commanding Officer (CO), Naval Submarine School (NAVSUBSCOL)
      Commanding Officer, Naval Submarine Training Facility,
        Pacific (NAVSUBTRACENPAC)
      Commanding Officer, Naval Submarine Training Facility,
        Norfolk (SUBTRAFAC NORVA)
      Commanding Officer, Naval Submarine Training Facility, San
        Diego (SUBTRAFAC SD)
      Commanding Officer, Naval Submarine Training Facility,
        Charleston (SUBTRAFAC CHASN)
      Commanding Officer, TRIDENT Training Facility, Bangor
        (TRITRAFAC BANGOR)
      Commanding Officer, TRIDENT Training Facility, Kings Bay
        (TRITRAFAC KINGS BAY)
      Commanding Officer, Naval Air Warfare Center Training Systems
        Division, Orlando (NAVAIRWARCENTRASYSDIV) PDU, Executive
        Secretariat

6. **Responsibilities**. The STRB Co-Chairpersons will schedule meetings, propose meeting agendas, forward tasks for implementation, review inputs from working group chairpersons for action, and coordinate administration.

A)   a. The STRB is the governing body of the STTWG and holds the following general responsibilities:

A)   (1) Provide direction and guidance to the working groups.

A)   (2) Provide timely executory resolution of training issues.

A)   (3) Assign action items to members using the Appendix A format. Action items will be sequentially numbered for each meeting.

A)   (4) CNO (N879C) and Chief of Naval Education and Training (CNET), as STRB co-chairpersons, review and approve the STRB agenda, minutes and action items.

A)   b. Naval Air Warfare Center Training Systems Division (NAVAIRWARCENTRASYSDIV), as STRB Executive Secretariat, coordinates issue papers and agenda items with co-chairpersons, prepares and distributes the tentative meeting agenda of Appendix B, coordinates with the designated host activity to provide meeting details to attending members, coordinates tentative agenda changes with co-chairpersons, prepares and distributes the final approved STRB agenda. Records minutes during meeting, prepares draft and final action items and minutes, and maintains historical files of meeting action items and minutes.

A)   c. The Host Activity provides specific information concerning the meeting site, local accommodations including Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ) availability, and security clearance requirements. The Host Activity is also responsible for providing conference rooms, clerical support and reproduction requirements.

A)   d. Members provide agenda items and issue papers to co-chairpersons and NAVAIRWARCENTRASYSDIV for consideration and discussion by the STRB and provide timely responses to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items and should include members with appropriate levels of decision-making authority.

R) 7. **Reporting Requirements**. The STRB reports to the Director, Submarine Warfare Division (N87).

R) 8. **Frequency of Meetings**. The STRB will meet semi-annually and as necessary to accomplish its objectives.

A) 9. **General Guidelines**

A)   a. Contractor shall not participate in STRB without specific authorization of co-chairpersons.

A)   b.   STRB members will be supported and funded by their respective parent staffs and commands for participation in STRB meetings.

A)   c.   Front-End Analysis Documentation and all issues submitted for review or requiring action by the STRB will utilize the procedure outlined in Appendices C through F.

Enclosure (1)

APPENDIX A

ACTION ITEM

GROUP:

TITLE:

DISCUSSION:

ACTION:

LEAD ACTIVITY:

ASSIST ACTIVITY:

RESULTS TO:

DUE DATE:

ACTION ITEM NO._____

Appendix A
to Enclosure (1)

<u>APPENDIX B</u>

<u>BASIC AGENDA FORMAT</u>

A. Opening/Administrative Remarks

B. Introduction

C. Review Training/Trainer Status, Issues and Action Items.

- Discussion

- Review, Close/Update Open Action Items

- Open New Action Items

D. Special Topics/Presentations

E. Working Group/Sub-team Reports

F. Review Action Items

APPENDIX C

FRONT-END ANALYSIS DOCUMENTS

1. Issue Paper. An issue paper documents significant matters
which require the attention of undersea warfare training
committees for action or decision. The paper generally should be   (R
a single page and submitted in the format of Appendix D. An
issue paper which documents the initial need for a training
device is called a "Training Device Requirements Issue Paper
(TDRIP)" and must be submitted in the format of Appendix E.   (R
Issue papers should be distributed to all members of the
applicable committee at least 30 days prior to their meeting.

2. Training System Requirements Analysis (TSRA). Upon
adjudication of issue papers, the respective TTWG may task   (R
NAVAIRWARCENTRASYSDIV for TSRA. CNO (N879), COMNAVSEASYSCOM, or
COMSPAWARSYSCOM may also initiate a TSRA to meet training
objectives. TSRA is an objective analysis used to assess and
validate training requirements for new tactical systems. It is
also used to review and substantiate training deficiencies
identified in current systems and to support projected training
needs and system modifications. TSRA identifies the basic
equipment, manpower, facilities and resources required to satisfy
broad training objectives. The document, once approved by CNO   (R
(N879), formally establishes training requirements and serves as
the foundation for subsequent front-end analysis and requirements
definition.

3. Training Device Decision Coordinating Paper (TDDCP). A TDDCP
is developed when an approved TSRA identifies a training device
requirement. The document further analyzes the training device
requirement, clearly defines the specific training objectives and
provides alternative devices to satisfy these objectives. TDDCP   (R
recommends and justifies and alternative based upon trainer
feasibility, the trainer's ability to satisfy the training
objective, and the trainer's cost effectiveness. TDDCP
alternative, once approved by CNO (N879), formally identifies the
trainer or media delivery system which is required to meet the
established training objectives.

4. Military Characteristics (MC) Document. An MC document is   (R
developed from the approved media selection decision of the
TDDCP. The MC defines the physical and functional baseline
characteristics of a training device to achieve specific learning
objectives in a uniform and systematic manner. MC development
should be restricted within the limits of the current technology
and a logical assessment of trainer feasibility. A Pre-Planned
Product Improvement (P^3I) is included in an MC when the device's

Appendix C
to Enclosure (1)

performance will not fully achieve the desired learning
objectives due to a recognized shortfall in such area as funding,
R) technology or schedule. P^3I forms the basis of future training
device upgrades. MC, when approved by CNO (N879), becomes the
baseline for preparation of a Type A Engineering Specification
for the training device per Military Standard 409A (NOTAL).
R) Enclosure (4) to reference (c) provides the general format for
the MC.

5. <u>Front-end Analysis Documentation Flow Process</u>. The general
flow process for TSRA, TDDCP, and MC documents is detailed in
R) Appendix F.

Appendix C
to Enclosure (1)

APPENDIX D

ISSUE PAPER FORMAT

TITLE

OBJECTIVES: State the general training objectives to be
                 accomplished.

BACKGROUND: State the problem that makes this issue important.
                 Give a brief background how the problem occurred.

DISCUSSION: Give a brief synopsis showing views of members if
                 known.   Present alternatives with pros and cons and
                 provide funding estimates.   Draw necessary
                 conclusions from the presented data.

RECOMMENDED   Originator's recommended approach to solving the
ACTIONS: problem.   Be specific in identifying the actions or
                 decisions required of the group.   State if the paper
                 is for information only.

APPENDIX E

TRAINING DEVICE REQUIREMENT ISSUE PAPER (TDRIP)

FORMAT GUIDELINES

1. The following guidelines are provided for TDRIP preparation. The document provides the initial identification of the trainer need and is to be utilized through the planning cycle.

    a. <u>Cover Sheet</u>. Identify the title of the training device in the center of the page followed by "Training Device Requirement Issue Paper." In the lower right hand corner include the name and activity of the person preparing the issue paper.

    b. <u>Content and Format</u>. Provide information on the need for the device. The following content outline is provided:

        (1) <u>Requirement</u>. Describe the requirement in general terms and provide reference documentation if applicable.

        (2) <u>Training Situation</u>

            (a) <u>Subject</u>. Describe the ship class, equipment, system, and the basic subject of the training involved.

            (b) <u>Type Training</u>. Identify the type of training provided by the device. (Operator, Maintenance, Team, etc.)

            (c) <u>Location</u>. Identify where the device is to be installed.

            (d) <u>Performance Requirements</u>. Identify the level of training the device will provide.

            (e) <u>Course/Lab Data</u>. Identify the average course and lab data including student thruput, trainer utilization, and course life.

        (3) <u>Training Device Requirements</u>

            (a) <u>Rationale</u>. Explain why a training device is better suited for the task as compared to other instructional media.

            (b) <u>Functional Requirements</u>

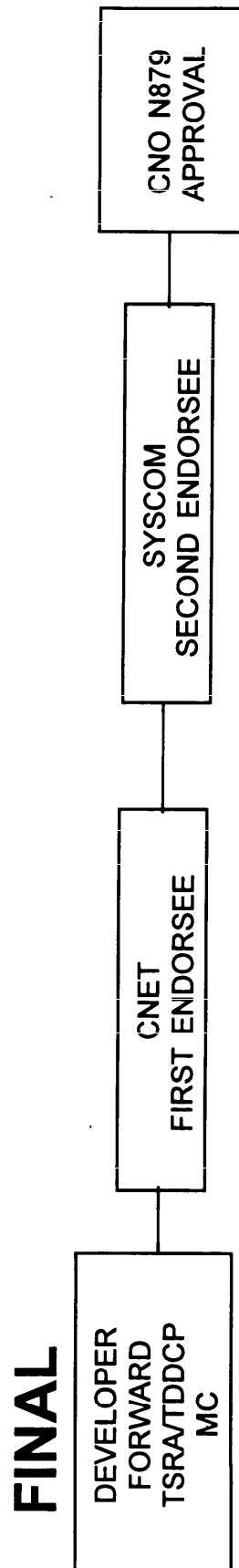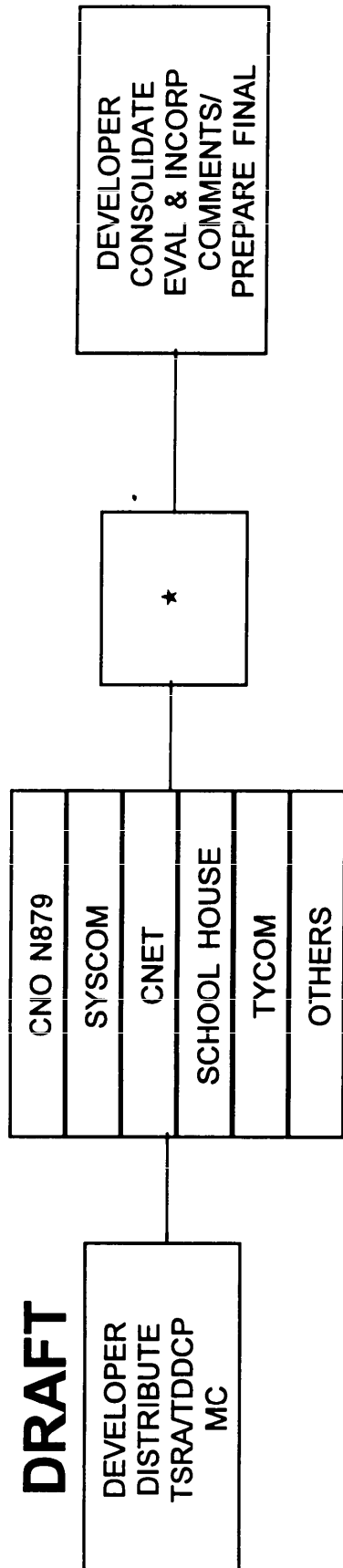   - Identify numbers of trainers and locations.

- Identify number of trainee stations and the station.

- Identify the general functional capabilities.

- Describe the anticipated operator interface.

- Identify curriculum and training device peculiar documentation.

(4) <u>Resource Impact</u>. Provide resource impact upon facilities, operator and maintenance staffing and annual operating costs for each location.

NISEEAST ST INIGOES MD   Member

FRONT-END ANALYSIS DOCUMENTATION FLOW PROCESS

TSRA, TDDCP, AND MC

(*R

DRAFT

DEVELOPER DISTRIBUTE TSRA/TDDCP MC

→ CNO N879 / SYSCOM / CNET / SCHOOL HOUSE / TYCOM / OTHERS

→ ★

→ DEVELOPER CONSOLIDATE EVAL & INCORP COMMENTS/ PREPARE FINAL

FINAL

DEVELOPER FORWARD TSRA/TDDCP MC

→ CNET FIRST ENDORSEE

→ SYSCOM SECOND ENDORSEE

→ CNO N879 APPROVAL

★ CNO N879 MAY DESIGNATE A FLEET PROJECT TEAM OR MEMBER OF TTWG TO CONSOLIDATE REVIEW COMMENTS FOR DEVELOPER

Appendix F
to Enclosure (1)

SUBMARINE TRAINING/TRAINER WORKING GROUP (STTWG) CHARTER

1. **Title**. The Submarine Training/Trainer Working Group (STTWG)

2. **Objectives**. To achieve an efficient and effective training system through the systematic identification and thorough front-end analysis of submarine force training needs. To provide   (R
support to the Submarine Training Review Board (STRB).

3. **Functions**. The major functions of the STTWG are as follows:

    a. To provide a forum for the effective exchange of submarine training/trainer management information which promotes cohesive planning, consistent training methodology and timely identification and resolution of training problems.

    b. To provide a formal management structure and a systematic approach to the conduct of all submarine Fleet Project Teams (FPTs).

    c. To ensure that Submarine On Board Training (OBT) requirements are identified and integrated into training system development.

    d. To provide a medium which fosters progress and allows members to relate applications of state of the art technology to submarine training/trainer design, media selection and resolution of existing deficiencies.

    e. To support the STRB in the identification and staffing   (R
of major training issues.

4. **Scope**. All new and existing submarine training requirements   (R
and programs which are subject to the policies and priorities established by the STRB.

5. **Membership**. STTWG membership is detailed in Appendix A to this enclosure.

6. **Responsibilities**. The STTWG consists of working groups   (R
which assume the reference (c) responsibilities of FTPs.

    a. Working Group level committees are the foundation of the STTWG and concentrate their efforts on specific training issues. The STTWG working groups work for and are responsible to the submarine force type commanders and STRB and have the following responsibilities:

    (1) Comply with the Working Group Guidelines approved by   (R
the STRB for the following standing working groups:

Enclosure (2)

R)   (a) Combat System Training Working Group (CSTWG). Responsible for all operator, maintenance and team training for submarine sonar, combat control, periscope, weapons, arctic/mine warfare and electronic support measures and any other specific areas identified by the STRB. Selected subteams of the CSTWG are assigned Target Characteristics Review Board (TCRB) and Visual

R)   Target Characteristics Review Board (VTCRB responsibilities.

    (b) General Training Working Group (GTWG). Responsible for all operator, maintenance and team training for submarine piloting, navigation, shipbuilding, damage control, ship control, fire fighting, and any other specific areas

R)   identified by the STRB.

    (2) Identify and integrate submarine On Board Training (OBT) requirements into training system development. COMSUBGRU TWO functions as the submarine force agent for OBT through the Submarine Tactical On Board Training (SOBT) group.

    (3) As directed by the STRB, establish FPTs to focus attention on specific training issues and to advise training and trainer development agents in translating functional baseline requirements into trainer design.

    (4) Co-Chairpersons

    (a) Coordinate with type commanders to identify significant issues and requirements for the working group agendas.

    (b) Coordinate and forward issue papers to members of the STTWG for all significant issues proposed by the working group.

R)   (c) Provide final changes to Executive Secretariat for the working group agenda at least 7 days prior to meetings.

R)   (d) Review and approve working group meeting minutes and action items prior to distribution by the Executive Secretariat.

    (e) Ensure the timely follow-up and resolution of all action items.

R)   (5) Members. Provide agenda items and issue papers to NAVAIRWARCENTRASYSDIV for the consideration and discussion of the STRB, provide timely response to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items and should include members with appropriate levels of decision-making authority.

Enclosure (2)

(6) STTWG Meeting. Working Groups of the STTWG will meet   (R
semi-annually, or as directed by the STRB.

(7) Reporting Requirements. The Working Group Co-   (R
Chairpersons will report to the co-chairpersons of the STRB.

(8) General Guidelines

(a) Contractors may participate in working group and   (R
subteam meetings; however, their participation requires prior
approval of the co-chairpersons and should be minimized. Working
group co-chairperson shall recommend contractor participation at
meetings when their presence is specifically needed.

(b) Parent commands will fully fund the travel of
their STTWG participants and ensure that all participants are
essential to the successful accomplishment of the meeting
objectives.

(c) Front-End Analysis Documentation requirements and   (R
all issues submitted for review or requiring action by the STTWG
will utilize the procedures outlined in enclosure (1) appendices
C through F.

b. The Naval Air Warfare Center Training Systems Division   (R
(NAVAIRWARCENTRASYSDIV), as STTWG Executive Secretariat,
coordinates issue papers and agenda items with co-chairpersons,
prepares and distributes the tentative meeting agenda of
enclosure (1) appendix B, coordinates with the designated host   (R
activity to provide meeting details to attending members,
coordinates tentative agenda changes with co-chairperson,
prepares and distributes the final approved STTWG agendas.
Records minutes during meeting, prepares draft and final action
items and minutes, and maintains historical file of meeting
action items and minutes.

c. The Host Activity provides specific information   (R
concerning the meeting site, local accommodations including
Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ)
availability, and security clearance requirements. The Host
Activity is also responsible for providing conference rooms,
clerical support and reproduction requirements.

APPENDIX A

STTWG MEMBERSHIP *

	CSTWG	GTWG
CNET	M	C
CNO (N7)	O	O
CNO (N879)	O	O
COMNAVSEASYSCOM (SEA-04MP)	A	A
COMNAVSEASYSCOM (PMS396)	A	A
COMSUBGRU TWO (SOBT)	M	M
COMSUBLANT	M	M
COMSUBPAC	M	M
DIRSSP	A	A
FLEASWTRACENPAC	M	-
NAVSEALOGCENDET	S	S
NAVSUBSCOL	CC	M
NAVSUBTRACENPAC	CC	M
NAVAIRWARCENTRASYSDIV	E/T	E
COMNAVUNSEAWARCEN NEWPORT	S	-
NAVUNSEAWARCENDIV KEYPORT	S	-
NAVUNSEAWARCENDET NEW LONDON	S	-
NAVUNSEAWARCENDET NORFOLK	S	-
PEOSUB (PMS350)	A	-
PEOSUB (PMO401)	A	-
PEOSUB (PMO418)	A	-
PEOSUB (PMO425)	A	-
SUBTRAFAC CHARLESTON	M	M
SUBTRAFAC NORFOLK	M	M
SUBTRAFAC SAN DIEGO	M	M
TRITRAFAC BANGOR	M	M
TRITRAFAC KINGS BAY	M	M

```
A  - ASSOCIATE MEMBER
CC - CO-CHAIRMAN
E  - EXECUTIVE SECRETARIAT
M  - MEMBER
O  - OBSERVER
S  - STTWG STAFF
T  - TECHNICAL ADVISOR TO CC
```

* See next page for command Plain Language Address (PLA) long
   title.

Appendix A
to Enclosure (2)

29 JUL 1994

PLA SHORT TITLE	**PLA LONG TITLE**
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
COMNAVSEASYSCOM	Commander, Naval Sea Systems Command
COMSUBGRU TWO (SOBT)	Commander, Submarine Group Two (Submarine On Board Training)
COMSUBLANT	Commander, Submarine Force, U.S. Atlantic Fleet
COMSUBPAC	Commander, Submarine Force, U.S. Pacific Fleet
DIRSSP	Director, Strategic Systems Programs
FLEASWTRANCENPAC	Fleet Anti-Submarine Warfare Training Center, Pacific
NAVSEALOGCENDET	Naval Sea Logistic Center Detachment
NAVSUBSCOL	Naval Submarine School
NAVSUBTRACENPAC	Naval Submarine Training Center, Pacific
NAVAIRWARCENTRASYSDIV	Naval Air Warfare Center Training Systems Division
COMNAVUNSEAWARCEN	Naval Undersea Warfare Center
PEOSUB	Program Executive Office, Submarines
SUBTRAFAC	Submarine Training Facility
TRITRAFAC	TRIDENT Training Facility

IUSS TRAINING REVIEW BOARD (ITRB) CHARTER

1. **Title**. The IUSS Training Review Board (ITRB)

2. **Objective**. To improve the performance and readiness of the IUSS community through effective communication and coordination in the planning and management of IUSS training.

3. **Function**. To function as an advisor to the CNO (Director,   (R
Submarine Warfare Division) (N87) by making critical assessments of IUSS training requirements and programs, recommending training policy and management decisions, and developing IUSS training goals and objectives.

4. **Scope**. A wide range of new and existing IUSS training requirements and programs which are identified by the IUSS Training/Trainer Working Group (ITTWG), assigned by the CNO   (R
(Director, Submarine Warfare Division) or considered appropriate by the ITRB in accomplishing its objectives.

5. **Membership**. The ITRB will consist of the following members: (R

   Chief of Naval Operations (N879) Chair
   Chief of Naval Operations (N874) Representative, as desired
   Commander, Undersea Surveillance, U.S. Atlantic Fleet
      (COMUNDERSEASURVLANT)
   Commander, Undersea Surveillance, U.S. Pacific Fleet
      (COMUNDERSEASURVPAC)
   Commander, Space and Naval Warfare Systems Command
      (COMSPAWARSYSCOM) (PD-80)
   Chief of Naval Education and Training (CNET) (N-2)
   Commanding Officer, Submarine Training Facility, Norfolk
      (SUBTRAFAC Norfolk)
   Commanding Officer, Readiness Training Facility (REDTRAFAC)
   Commanding Officer of Host Command

6. **Responsibilities**. The ITRB Chair will schedule meetings, propose meeting agendas, forward tasks for implementation, and coordinate administration. ITRB members will be supported and funded by their respective parent staffs.

7. **Reporting Requirements**. The ITRB reports to the CNO   (R
(Director, Submarine Warfare Division) (N87).

8. **Frequency of Meetings**. The ITRB will meet annually and as necessary to accomplish its objectives. The annual meeting will usually be scheduled in conjunction with an ITTWG meeting.

Enclosure (3)

IUSS TRAINING/TRAINER WORKING GROUP (ITTWG) CHARTER

1. **Title**. The IUSS Training/Trainer Working Group (ITTWG)

2. **Objective**. To achieve an efficient and effective training system through the systematic identification and thorough front-end analysis of IUSS training needs. To provide support to the IUSS Training Review Board (ITRB).

3. **Functions**. The major functions of the ITTWG are as follows:

     a. To provide a forum for the effective exchange of IUSS training/trainer management information which promotes cohesive planning, consistent training methodology and timely identification and resolution of training problems.

     b. To provide a formal management structure and a systematic approach to the conduct of all IUSS Fleet Project Teams (FPTs).

     c. To ensure that IUSS On Board Training (OBT) requirements are identified and integrated into training system development.

     d. To provide a medium which fosters progress and allows members to relate applications of state of the art technology to IUSS training/trainer design, media selection and resolution of existing deficiencies.

     e. To support the ITRB in the identification and staffing of major training issues.

4. **Scope**. All new and existing IUSS training requirements and programs which are subject to the policies and priorities established by the ITRB.

5. **Membership**. ITTWG membership is as follows: (R

CNO (N879C)	Co-Chair
CNO (N7)	Observer
COMSPAWARSYSCOM (PMW181)	Co-Chair
COMUNDERSEASURVLANT	Member
COMUNDERSEASURVPAC	Member
CNET	Member
SUBTRAFAC Norfolk	Member
NCCOSC RDTE DIV (Code 7203)	Member
NISEEAST ST INIGOES MD	Member
NETPMSA (Code 317)	Member
REDTRAFAC	Member
NAVAIRWARCENTRASYSDIV	Executive Secretariat

6. **Responsibilities**. The ITTWG consists of the Working Group Executive Board (WGEB), an executive level committee, and Working Groups which assume the reference (c) responsibilities of FPTs.

    a. **Working Group Executive Board (WGEB)**. The WGEB is the governing body of the ITTWG and holds the following general responsibilities:

        (1) Responsible for all aspects of officer, operator and maintenance training for the IUSS.

        (2) Identify and integrate IUSS OBT requirements into training system development. The Readiness Training Facility is designated as the IUSS agent for OBT training per reference (b).

        (3) As directed by the WGEB, establish FPTs to focus attention on specific training issues and to advise training and trainer development agents in translating functional baseline requirements into trainer design.

        (4) Provide management interface and support to the ITRB.

        (5) Provide direction and guidance to working groups, when established.

        (6) Provide timely executory resolution of training issues.

        (7) Assign action items to ITTWG members using the format
R)   outlined in Appendix A of enclosure (1). Action items will be sequentially numbered throughout a calendar year.

R)   b. **CNO (N879)/COMSPAWARSYSCOM (PMW181)**. Serve as WGEB co-chairpersons. Review and approve the WGEB agenda, minutes and action items.

R)   c. **NAVAIRWARCENTRASYSDIV**. Serve as WGEB Executive Secretariat. Solicit issue papers and agenda items, prepare and distribute the tentative meeting agenda using the format outlined
R)   in Appendix B of enclosure (1), coordinate with the designated host activity to provide meeting details to attending members, prepare and distribute the approved WGEB agenda, meeting action items and minutes.

R)   d. **Host Activity**. Provide specific information concerning the meeting site, local accommodations including BOQ/BEQ availability, and security clearance requirements. Provide
R)   Appendix A of enclosure (1) ITTWG Action Item format and other reproduction needs.

Enclosure (4)

e. **Members**. Provide agenda items and issue papers to NAVAIRWARCENTRASYSDIV for the WGEB consideration and discussion, provide timely responses to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items and should include members with appropriate levels of decision-making authority.

f. **Working Groups**. The WGEB can establish working level committees to address specific IUSS training issues. The chairman of the working group will be designated by the WGEB chairman. General responsibilities include the following:

(1) Coordinate and forward issue papers to members of the ITTWG for all significant issues proposed by the working group.

(2) Coordinate with sub-team members to prepare and (R promulgate the working group agenda using the format in Appendix B of enclosure (1), at least 7 days prior to meetings.

(3) Coordinate the preparation of working group meeting (R minutes and action items. Upon WGEB approval of the assigned action items, provide NAVAIRWARCENTRASYSDIV a draft copy of the final minutes and action items within 2 weeks following the meeting.

(4) Ensure the timely follow-up and resolution of all assigned action items.

7. **ITTWG Meeting**. The ITTWG will be scheduled to meet twice a year, during the spring and fall pending a full agenda. The meeting agendas shall generally prescribe to the format of Appendix B of enclosure (1). (R

8. **Reporting Requirements**. The WGEB reports to the chair of the (R ITRB, CNO (N879). Working Groups report to the WGEB co-chair, CNO (N879C).

9. **General Guidelines**

a. **Contractor Participation**. Contractor participation is not permitted during WGEB meetings. Contractors may participate in working group and sub-team meetings; however, their participation requires prior WGEB approval and should be minimized. Working group chair shall recommend contractor participation at meetings when their presence is specifically needed.

b. **Travel Funding**. Parent Commands will fully fund the travel of their ITTWG participants and ensure that all participants are essential to the successful accomplishment of the meeting objectives.

Enclosure (4)

R)   c. **Front-End Analysis Documents**. All issues submitted for review or requiring ITTWG or WGEB action will utilize the procedures outlined in Appendices C through F of enclosure (1).

Enclosure (4)